

INSTRUCTIONS

Standardized Safe Deposit Box Inventory Form

An inventory of all contents found in unclaimed safe deposit boxes and safekeeping repositories can be listed on the State Controller's **Safe Deposit Box Inventory Form** and **Detail Sheet** (SDU-090103A & B) for reporting and delivery purposes.

- **When Is the Standardized Inventory Form (SDU-090103A) Needed?** An inventory form must be completed for each safe deposit box and safekeeping repository being reported. Safe deposit/safekeeping reports made to the State Controller's Office, Bureau of Unclaimed Property, must include the required inventory form for every box inventoried and reported after May 1, 2004.
- **What Is Included on the Form?** The form should include all information relative to the box/repository owner(s) and contents.
- **What If There Are No Contents?** It is not necessary to report boxes/repositories that have no contents.

Instructions for Completing the Safe Deposit Box Inventory Form (SDU-090103A)

The Safe Deposit Box Inventory Form (SDU-090103A) may be prepared and submitted for each box owner, regardless of the content value, by all holders reporting abandoned safe deposit box contents.

Each owner's contents must be reported and inventoried individually, and not commingled with the contents of other owners.

If there are tangible contents in addition to documents and miscellaneous papers, the items must be recorded on the Safe Deposit Box Detail Sheet (SDU-090103B). **It is not necessary to submit the detail sheet if there are no contents other than documents or miscellaneous papers.**

Section 1:

Complete all holder information. Provide the safe deposit box number, box owner(s) name(s), and other pertinent information as required.

Section 2:

Check all appropriate boxes as they relate to the contents being inventoried.

Section 3:

Inventories should be prepared, signed, and dated in dual custody.

Section 4:

Complete this section if the contents are claimed by the box owner(s) or heirs prior to escheatment.

Instructions for Completing the Safe Deposit Box Detail Sheet (SDU-090103B) For Tangible and/or Intangible Property

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Count and list the number of items/pieces for each category. Categories on this page include:

- U.S. currency, Confederate bill(s), U.S. fractional currency, U.S. coin(s)/coin book(s)/coin set(s), early U.S. coin(s), U.S. gold coin(s)/coin set(s), and U.S. platinum coin(s)/coin set(s);
- Foreign coin/currency, foreign gold coin(s)/set(s), and foreign platinum coin(s)/set(s);
- Gold bullion (all types) and silver bullion (all types).

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Identify, count, and list all jewelry, timepieces, military items, flatware/serving pieces, gemstones, sports memorabilia, and stamps, as indicated.

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Count and detail all miscellaneous valuables, paper collectables, collectable weapons, U.S. traveler/cashier checks, foreign traveler/cashier checks, and U.S. Savings Bonds and other bonds.

Stocks: Enter the number of certificates from page 4.

Contraband: If weapons (other than antique firearms, ceremonial, or decorative weaponry) are found at the time of drilling, immediately notify the proper authorities. **Do not wait three years to inform the proper authorities.** Document the action taken. If items are accepted by, transferred to, or seized by the authorities, insert the original receipt for these items with the remainder of the box contents and maintain a copy of the receipt for audit purposes.

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This page is for detailed stock information, including company name, total number of shares, and number of certificates. This information must be completed prior to completing the Stock section of page 3.

This page is also used to record, under the Additional Misc. Items column, contents that cannot be readily identified or do not come under any of the categories listed on pages 1-3.

Inventory Sheet Distribution

One copy of the completed inventory form must be filed and maintained by the holder as a record and/or for audit purposes for a period of not less than seven (7) years.

One copy of the completed inventory form must be included with the report filed with the State Controller's Office for each box owner reported.

One copy must be inserted into the original contents packaging.

One copy must be attached to the outside of the contents, for identification purposes.

Assistance

If you need additional assistance to complete the inventory form, call (916) 445-3227.